

## HOW TO

# PURCHASE MACHINED COMPONENTS

When purchasing machined components, getting your RFQ right first time is crucial to ensuring an accurate price and a smooth process.

It also helps to avoid unexpected charges later on. On page 2, see our checklist of the most important things to remember to include in your RFQ.

### Step 1

Assess your requirements and assemble your RFQ. [A checklist of the most important things to include is on page 2.](#)

### Step 2

Identify which suppliers you want to quote for the work, and send them your RFQ.

If you need a new supplier for your machined components, check out our [Changing supplier guide](#).

It is a comprehensive guide explaining where to look and what to look for when identifying potential new suppliers.

### Step 3

A company who truly cares about the work placed with them is likely to call you to discuss the detail and ensure that everything is fully understood before assembling their quote.

### Step 4

Assess the quote against your requirements, ensuring that the specifications haven't changed since you sent the RFQ.

If a supplier hasn't been proactive in contacting you before submitting their quote, you may need to clarify details, and this could mean the price will change as you finalise the requirements.

### Step 5

Select the supplier who best fits your requirements and place the order.

You should expect to receive an order confirmation. There may be additional interim communications as your components are manufactured

### Step 6

Your goods are delivered, on time, and to spec.

# WHAT TO INCLUDE IN YOUR RFQ

## REMEMBER TO INCLUDE

MATERIAL SPECIFICATION	✓
TOTAL QUANTITY / QUANTITY PER DELIVERY	✓
IDEAL LEAD TIME	✓
DRAWINGS (IDEALLY PDF AND STP FILES)	✓
DESCRIPTION OF THE COMPONENT	✓
TOLERANCES	✓
INSPECTION OR CERTIFICATION REQUIREMENTS	✓
ANY FINISHING OR ASSEMBLY REQUIREMENTS	✓
DELIVERY DETAILS	✓

## YOU COULD ALSO INCLUDE

ANY SPECIFIC PACKAGING REQUIREMENTS OR GOODS IN PROCESSES	✓
ANY OTHER IMPORTANT CONTACTS – PARTICULARLY IF THERE ARE MULTIPLE PEOPLE INVOLVED IN THE PURCHASING PROCESS	✓
YOUR TARGET BUDGET – THIS ENSURES YOUR SUPPLIER CAN WORK TOWARDS A PRICE YOU ARE COMFORTABLE WITH	✓

### PAYMENT POLICIES

Most suppliers will require a pro forma payment from all new customers. This is where the full amount is paid before the supplier starts work on your components.

Normally, after three successful transactions, a customer can open a credit account with their supplier. For a customer with a credit account, no payment is required up front – instead the invoice is sent when the goods are shipped. Payment is usually due in 30 days.